BRIEF SUMMARY: This bill specifies the procedures portion of the existing Faculty Handbook section on Outside Employment (Chapter 3, Section C1).

REVISING “OUTSIDE EMPLOYMENT” TO ESTABLISH A PROCEDURES SECTION

BE IT RESOLVED THAT: subject to the passage and approval of both this bill and its companion bill establishing a corresponding “policy” section, Chapter 3 of the Faculty Handbook be amended by

a) replacing the existing subsection entitled “Outside Employment” with the following “procedures” section (to follow the companion “policy” in the Handbook), and by

b) striking the existing subsection entitled “Course Work” and adding the language to subsection entitled “Outside Employment or Coursework Procedures”.

5. Outside Employment or Coursework Procedures

1. Academic year outside employment - Faculty members under contract for full-time employment have a paramount responsibility to the University. Notification of any outside employment for remuneration during the academic year, or of outside business interests requiring substantial personal attention (including consultation requests and employment at other academic institutions) must be given in advance and in writing to the department chairperson. The department chairperson will determine necessity of reporting to the college dean who then determines necessity of reporting to the Provost. Prior approval is not necessary, but reporting is required. Activities or employment detailed under approved departmental promotion and tenure criteria for professional development do not need to be reported.

2. Summer outside employment – Faculty members not under contract to provide services to the University during the summer months may be engaged in other employment. Those under contract to provide services to the University during the summer months, if their contractual period with the University overlaps period of outside employment, are subject to the reporting requirement outlined above. Activities or employment detailed under approved departmental promotion and tenure criteria for professional development do not need to be reported.
3. Coursework – To enroll for coursework, creditable for rank, tenure, and/or salary purposes, a faculty member must secure the endorsement of the department chairperson and the college dean and the approval of the Provost, based on a written request describing the faculty member’s proposed educational plans. Enrollment for any other academic coursework, leading toward a degree, must also be reported in writing to the department chairperson, college dean, and the Provost. Such plans to pursue additional graduate work shall be limited to colleges and universities accredited by the North Central Association or other such accrediting associations. Within any single department, the number of faculty having their highest advanced degree or doing graduate work from any one institution usually shall not exceed one third of the total of those within the department holding advanced degrees and enrolled in programs leading to advanced degrees.

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<td>Introduced to Senate</td>
<td>09/17/2014</td>
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Notes:

a. A similar bill date 04/02/2014 was passed by Faculty Senate on 04/09/2014 but was rejected by administration. This version includes the changes requested by administration.
b. Version 5 – Comma was added after employment in paragraph about summer employment
c. Version 5.- ing added to hold in last line of legislation
d. Version 5 – added to end of paragraph on academic year outside employment and summer outside employment - Activities or employment detailed under approved departmental promotion and tenure criteria for professional development do not need to be reported.
e. Version 5 – last paragraph (about coursework) added “leading toward a degree”
f. Version 5 – replaced in paragraph on academic year outside employment “must be given in advance and in writing to the department chairperson, college dean, and Provost” with “must be given in advance and in writing to the department chairperson. The department chairperson will determine necessity of reporting to the college dean who then determines necessity of reporting to the Provost.”
g. Version 5 - changed in three places the word guidelines to criteria (departmental promotion and tenure criteria)
h. Version 5 – added comma after dean in “…dean, and the Provost” in coursework paragraph

i. Version 5 – changed and to or “Association or other” in the coursework paragraph